

## 2013 Iowa Balance of State Continuum of Care Program Competition

- I. Renewal Project Competition Information
- II. Supplemental Renewal Project Narrative
- III. Community Planning Narrative

**\*\*\*\*\*Supplemental Renewal Project Narrative and Community Planning Narrative:  
Due Friday, January 3, 2014\*\*\*\*\***

### I. Renewal Project Competition Information

*Note that the information contained within this notice and application is being provided by the Iowa Council on Homelessness through the Continuum of Care Committee, and is based on the best interpretation of the CoC Interim Rule and CoC NOFA by those involved in coordinating the Consolidated Application to HUD.*

#### **Introduction**

The Iowa Balance of State Continuum of Care (CoC) is requesting 2013 Project Applications.

*The Continuum of Care (CoC) Program:* This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). HUD released new interim regulations on the program in the summer of 2012; the regulations now combine the old Supportive Housing Program and Shelter Plus Care program into the new CoC program. The regulations can be found at this link: <https://www.onecpd.info/coc/>.

*The 2013 CoC Competition:* HUD structures the CoC competition so that pre-defined communities (called continuums of care or CoCs) apply for the program through one annual Consolidated Application (formerly called the Exhibit 1). This Consolidated Application contains all the new and renewal Project Applications (formerly called Exhibit 2s) within that CoC. HUD has released the 2013 Notice of Funding Availability for this competition, which can be found through this link: <https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>. Note that HUD references a February 3, 2014, final deadline for Consolidated Applications; this does not apply to individual Project Applications, which must meet the earlier internal deadlines referenced within this document.

*The Iowa Balance of State CoC:* In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC program renewal applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire Consolidated Application to

submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including organizing all the applications for council review, and eventually submitting the council-approved Consolidated Application to HUD.

Information referenced in this document and other materials related to the application process for the Iowa Balance of State Continuum of Care can be found online at this link:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.

### **Application Process and Timeline**

The Iowa Council on Homelessness will be reviewing, scoring, and ranking projects as required by the 2013 CoC Consolidated Application NOFA.

Project Applications will be reviewed first by the Continuum of Care Committee.

Recommendations for Project Application ranking will be made at a meeting of this committee during the second week of January, 2014 (date and time to be determined; once determined, it will be posted online in advance on this page:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their meeting at 10:00 a.m. on Friday, January 17, 2014. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>. Project Applicants not initially selected by Continuum of Care Committee Recommendation may submit an appeal to the full Iowa Council on Homelessness, orally or in writing, for this meeting.

Interested Project Applicants must complete and submit the following **four** required application parts. **Deadlines are listed after each component:**

- **Part 1:** Supplemental Renewal Project Narrative
  - This includes the questions contained in this document.
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: COB Friday, January 3, 2014**
- **Part 2:** Community Planning Narrative
  - This includes the questions contained in this document. A local community should submit only ONE document on behalf of the renewal applicant agencies within it.
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: COB Friday, January 3, 2014**
- **Part 3:** Project Application in E-snaps
  - Applicants should review HUD's E-snaps training materials at this link: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources>.
  - Submit online through HUD's E-snaps system.

- **Deadline: 12:00 NOON Thursday, January 16, 2014**
- **Part 4: Attachments**
  - This includes the documents below:
    - Certificate of Consistency with the Consolidated Plan (required)
    - Locate at: <http://www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf>
    - Some agencies are covered by the statewide Consolidated Plan; other agencies are covered by local Consolidated Plans. Only agencies located in jurisdictions with separate local Consolidated Plans must submit this document. These jurisdictions include the following: Ames, Cedar Rapids, Iowa City, Davenport, Dubuque, and Waterloo.
    - Leveraging Letters (must be dated after December 3, 2013; see Question 3 of the Supplemental Project Narrative for more info)
  - Submit by email to [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov).
  - **Deadline: 12:00 NOON Thursday, January 16, 2014**

### **Notice of Energy Star Initiative**

HUD promotes energy-efficient housing and encourages CoCs to communicate information about the Energy Star Initiative to CoC projects. Information is found at [www.energystar.gov](http://www.energystar.gov).

### **Notice of Public Posting**

All Supplemental Renewal Applications will be posted online for scoring by the reviewers and consideration by members of the Iowa Council on Homelessness. It is the responsibility of all project applicants to ensure that no confidential information is submitted which cannot be posted publicly. If there is confidential information that must be submitted as part of the Supplemental Renewal Application, the applicant should clearly state that in the email application submission. The applicant must then include two versions of the application, one of which is the full application and one of which is a version of the application for public posting that excludes the confidential information.

### **Contact Information for Consolidated Application Team**

- Amber Lewis  
Iowa Finance Authority  
[Amber.lewis@iowa.gov](mailto:Amber.lewis@iowa.gov)  
(515) 238-1930
- Josh McRoberts  
Iowa Finance Authority  
[Josh.McRoberts@iowa.gov](mailto:Josh.McRoberts@iowa.gov)  
(515) 725-4884
- Zeb Beilke-McCallum  
Iowa Coalition Against Domestic Violence  
Chair of the Continuum of Care Committee for the Iowa Council on Homelessness  
[zebb@icadv.org](mailto:zebb@icadv.org)  
(515) 244-8028 x411

## **II. 2013 CoC Iowa Balance of State Supplemental Project Narrative**

Points Possible: 50 regular points plus 10 bonus points

### **Applicant Name and Location**

Type of Project:

Name of Applicant Organization:

Federal DUNS Number:

Project Name:

Contact Person:

Address:

E-mail:

Phone:

Indicate if your organization is registered in the System for Award Management (SAM; formerly the Central Contractor Registry or CCR):

### **BONUS: For Permanent Supportive Housing Projects Only (10 bonus points)**

HUD's strong priority is that as permanent supportive housing beds are made available through turnover, CoC's should prioritize admission for the chronically homeless.

1. Prioritization to end chronic homelessness:
  - a. How many beds does your project have?
  - b. What percentage is currently dedicated to serving the chronically homeless?
  - c. How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?

### **Applicant Experience and Capacity (5 points)**

2. Did your agency submit a complete copy of the most recent project HUD APR to the Iowa Finance Authority by the September 1, 2013, deadline, or within 90 days of the end of the project's operating year? (yes/no) If no please explain how you will achieve timely submissions in the future?
3. Describe your agency's commitment to obtaining leveraging contributions for your CoC project. What will be the amount of leveraging contributions? The target for leveraging contributions is at least 150%. Note that leveraging letters must be dated after December 3, 2013, and must be submitted by January 16, 2014, to verify the information here. Remember that leveraging contributions have to benefit your program overall, and must be documented, but they do NOT have to follow the CoC regulations.

### **Budget (10 points)**

4. What is the amount of this project's total 2013 Annual Renewal Amount, as listed in Column BG of the approved Grant Inventory Worksheet (GIW)?

5. What is the amount requested for Administration Costs for this project, as listed in Column BD of the approved GIW? What percentage of the total project budget does this represent? Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed the amount listed on the GIW (no more than 7% for any project).
6. How much did your project expend in the most recently completed grant year? Verify that the amounts are correct as listed in the spreadsheet, "2013 Iowa Balance of State CoC Reallocation Possibilities Based on Spending Thresholds." If your project did not expend all funds, explain why not.
7. Is your agency drawing down funds from HUD at least quarterly for your CoC grant? If not, explain why not.
8. Has your agency returned any CoC or Emergency Solutions Grant (ESG) funds in the past three years? If, yes please explain why, and describe the steps you will take in the future to plan for and request only the funds that your agency needs and can expend.

**Participation in the CoC through the Iowa Council on Homelessness (10 points)**

9. Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? (*Note that anyone can participate in council meetings even if not a voting member.*) Describe how, and please briefly explain the steps your agency will take to begin or continue to participate in council activities.
10. Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Please briefly explain the steps your agency will take to begin or continue to participate in council committees and working groups.
11. Has any representative of your program participated in the current initiative of the Iowa Council on Homelessness, Best Practices for Homelessness Services Statewide Planning, coordinated by the State Public Policy Group on the council's behalf? Describe.

**HEARTH Act Performance Measures (25 points)**

Refer to the **Iowa Balance of State CoC 2013 Renewal Applicants Performance Charts** for this section.

12. For Permanent Housing Projects Only (15 points) (Indicate Not Applicable if not a PH project): View Tab 1 of the Performance Charts, for 3A Objective 2: Increase Housing Stability.
  - a. What is the performance for your project, as listed in this chart?

- b. Review your APR and the calculations used to develop this chart, and list any necessary corrections here:
  - c. How does your project's performance compare to the current CoC target of 80%?
  - d. How does your project's performance compare to the overall CoC average results?
  - e. If your project's performance is below the overall CoC results and target, what strategies are you going to implement to improve your project's performance?
13. For Transitional Housing Projects Only (10 points) (Indicate Not Applicable if not a TH project): View Tab 2 of the Performance Charts: Increase the percentage of participants in CoC-funded transitional housing that move to permanent housing.
- a. What are the results for your project, as listed in this chart?
  - b. Review your APR and the calculations used to develop this chart, and list any necessary corrections here:
  - c. How does your project's performance compare to the current CoC target of 65%?
  - d. How does your project's performance compare to the overall CoC average results?
  - e. If your project's performance is below the overall CoC results and target, what strategies are you going to implement to improve your project's performance?
14. For All Projects (5 points) (excluding HMIS): View Tab 3 of the Performance Charts, for 3A Objective 3: Increase project participants' income.
- a. For your project, what percentage of adults were employed at program exit, as listed in this chart?
  - b. Review your APR and the calculations used to develop this chart, and list any necessary corrections here:
  - c. How does your project's performance compare to the current CoC target of 38%?
  - d. How does your project's performance compare to the overall CoC average results?
  - e. If your project's performance is below the overall CoC results and target, what strategies are you going to implement to improve your project's performance?
15. For All Projects (5 points) (excluding HMIS): View Tab 4 of the Performance Charts, for 3A Objective 4: Increase the number of participants obtaining mainstream benefits.
- a. For your project, what percentage of participants obtained mainstream benefits at program exit, as listed in this chart?
  - b. Review your APR and the calculations used to develop this chart, and list any necessary corrections here:
  - c. How does your project's performance compare to the current CoC target of 72%?
  - d. How does your project's performance compare to the overall CoC average results?
  - e. If your project's performance is below the overall CoC results and target, what strategies are you going to implement to improve your project's performance?

16. For HMIS Projects Only (25 points):

- a. Is there a Governance Charter in place?
- b. Are there the following plans in place:
  - i. Privacy Plan?
  - ii. Security Plan?
  - iii. Data Quality Plan?
- c. How are these plans reviewed by the CoC and by the HMIS Lead on a regular basis?
- d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources.
- e. What is the overall bed coverage rate for the CoC? If less than 86%, briefly describe steps that will be taken to support the CoC in increasing the rate.
- f. What is the percentage of null or missing values for the Universal Data Elements on the single day selected in January as directed by HUD? If greater than 10%, describe steps to support the CoC in reducing null or missing values.
- g. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS?
- h. Is the HMIS system able to generate HUD required reports (APR, CAPER, etc.)?
- i. Did the HMIS Lead ensure a PIT count was conducted and reported in HDX by April 30<sup>th</sup>, 2013?
- j. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT count?
- k. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count?

**III. 2013 CoC Iowa Balance of State Community Planning Narrative**

Please submit separately from your Supplemental Renewal Project Narrative. If you have a local or regional homeless planning group in your area, only ONE Community Planning Narrative should be submitted for ALL CoC renewal projects within your area.

**Name of Planning Group/Region:** \_\_\_\_\_

**Agency/Project Name(s) for all CoC Renewal Projects covered by this narrative:**

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Name of Person Completing Form: \_\_\_\_\_

Contact Information for Person Completing Form: \_\_\_\_\_

**Instructions:**

Please be as concise as possible. Provide specific examples. If a question does not apply to your local community or your project, describe why not.

*Strategic Planning Objectives, Objective 1: Increase Progress Towards Ending Chronic Homelessness.*

- 1) Describe your community's two-year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons. Response should address the specific strategies and actions the community will take to achieve the goal of ending chronic homelessness by the end of 2015.**
- 2) Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.**

*Strategic Planning Objectives, Objective 2: Increase Housing Stability.*

- 3) Describe the community's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address specific strategies and actions.**
- 4) Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects.**

*Strategic Planning Objectives, Objective 3: Increase project participants income.*

- 5) Describe the community's two year plan to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address specific strategies and actions.**
- 6) Describe the community's two year plan to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address specific strategies and actions.**

- 7) **Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit.**

*Strategic Planning Objectives, Objective 4: Increase the number of participants obtaining mainstream benefits.*

- 8) **Describe the community's two year plan to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Responses should address specific strategies and actions.**
- 9) **Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that access non-cash mainstream benefits from entry date to program exit.**

*Strategic Planning Objectives, Objective 5: Using Rapid Rehousing as a method to reduce family homelessness.*

- 10) **Describe the community's two year plan to increase the number of homeless households with children assisted through rapid rehousing projects that are funded through either McKinney-Vento funded programs (CoC Program, Emergency Solutions Grant program) or non-McKinney Vento funded sources (e.g., TANF). Responses should address specific strategies and actions.**
- 11) **Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid rehousing.**
- 12) **Describe the community's written policies and procedures for determining and prioritizing which eligible households will receive rapid rehousing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable.**
- 13) **How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG programs?**
- 14) **Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends?**

*Continuum of Care Coordination*

- 15) **Describe the community's efforts to reduce the number of individuals and families who become homeless.**

- 16) Describe how the community coordinates with other Federal, State, local, private, and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects.**
- 17) Describe the extent to which the local PHAs within the community's geographic area are engaged in the community's efforts to prevent and end homelessness.**
- 18) Describe the community's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the community plans to remove those barriers.**
- 19) Describe the extent in which the community and its permanent supportive housing recipients have adopted a housing first approach.**
- 20) What methods does the community utilize to monitor returns to homelessness by persons, including, families who exited rapid rehousing? Include the processes the community has in place to ensure minimal returns to homelessness.**

*Coordination with Strategic Plan Goals*

- 21) Describe the community's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the community to serve this population.**
- 22) Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation.**

*Project Performance*

- 23) What steps has the community taken to reduce the length of time individuals and families remain homeless?**
- 24) What steps has the community taken to reduce returns to homelessness of individuals and families in the community's geography?**

*Accessing Mainstream Resources*

- 25) Describe how the community is preparing for implementation of the Affordable Care Act (ACA) in the state in which the community is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.**

**26) What specific steps is the community taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?**